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SHORT-TERM ARTISTS RESIDENCIES

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Illinois Arts Council
An Agency of the State of Illinois
111 N. Wabash Avenue
Chicago, IL 60602
312/793-6750

What Is S.T.A.R.?

S.T.A.R. is a grants program of the Illinois Arts Council (IAC). Short Term Artists Residencies make it possible for communities, colleges, universities, libraries, arts organizations, clubs, and other NON-PROFIT Illinois organizations to bring in Illinois individual professional quality artists to conduct workshops, lectures, demonstrations, performances. Artists who work in folk or ethnic traditions are also eligible for this program. Residencies may last one to five days.

How Can You Use S.T.A.R.?

S.T.A.R. can be a fine addition to previously planned events, such as arts festivals and arts exploration programs. It might be the first project of a new arts group. A church has used the program to bring in a mural artist to direct a mural involving church members, parents and students. A junior college held a Careers Day for the Fine Arts and used the S.T.A.R. program to bring in a speaker. An ethnic group wishing to teach children about their cultural heritage used the program for workshops and demonstrations led by an artist in that community.

What Are The Steps to Apply?

Use this checklist to begin your residency, but don't hesitate to call the IAC if you have questions.

1. DECIDE upon the discipline of interest (suggested list of disciplines is included in this brochure.)
2. REQUEST biographical information from the artist you've selected. (Request information from the IAC, if you do not already have an artist in mind.)
3. CONTACT the artist directly to discuss availability, program content, and other arrangements. Artists must be Illinois residents for at least six months prior to application date.
4. If the artist is available and agrees to an engagement, COMPLETE and MAIL the Sponsoring Group's Application in this brochure, at least six weeks prior to planned residency, along with the artist's resume and a letter of agreement between your organization and the artist. If the application is approved, contracts for the sponsoring group will be prepared and funds reserved for the program *only* upon receipt of this application form and its attachments.
5. INCLUDE the following credit line on all publicity and programs. "(Artist's name)'s participation in this program is partially funded by a grant from the Illinois Arts Council, a State agency."
6. COMPLETE and RETURN final narrative and financial report upon completion of the program. Include copies of all publicity—news clippings, releases, slides or photos of the event.

How Do You Select An Artist for A Program?

Explore your local community for possibilities. Contact your local arts council. If you're interested in a particular art form but don't have an artist in mind, let us help you with some suggestions or referrals. We also encourage artists to seek sponsors and initiate a program.

How Much Does It Cost?

The artist's fee is a minimum of \$200 per day. The local sponsor must provide 50% of the artist's fee; the remaining 50% plus travel expenses are covered by the IAC. The IAC makes a grant of its matching amount to the sponsoring group. The sponsoring group is responsible for paying the artist. In case of artists whose native language is not English, additional funds may be available for a translator.

In the event that the sponsor cannot match 50% of the artist's fee, the IAC may be able to negotiate the matching amount.

The IAC will pay the travel expenses of the artist. The community may provide accommodations and meals in addition to the artist's fee. If distant travel or other circumstances warrant, the IAC may restrict its support to the 50% match and the artist's travel. Check with each artist if you'd like to include these additional expenses.

What Are Some of The Disciplines from Which You Might Select An Artist?

Architecture	Printmaking	Crafts
Dance/Movement	Photography	Fibers/Textiles
Film/Video	Sculpture	Theater/Mime
Music	Painting/Drawing	Creative Writing
Playwriting	Costume/Set Design	Traditional American/ Ethnic Folk Arts

What Criteria Will Be Considered in Reviewing Applications?

- Quality of the artist selected
- Quality and clarity of activity planned
- Plan for community awareness of event
- Estimated participants in the event
- Priority will be given to first-time sponsors over sponsors that have applied several times during any one fiscal year.

What Is The Deadline for The S.T.A.R. Program?

The deadline is open and applications are accepted on a first come, first serve basis. However, the IAC should be contacted as there is a cutoff date near the end of the IAC fiscal year (June 30).

What Else Should You Know?

It is extremely important that the coordinator for the sponsoring group talk with the artist before contracts are signed to ensure that the expectations of both the sponsoring group and the artist are clearly understood. The sponsoring group should furnish the artist with as much information as possible on all aspects of the artist's visit prior to the artist's arrival. The letter of agreement should include all details and expectations; a sample letter agreement is included on the back of this application. (Road maps and directions to the site are a good idea!)

Freedom of expression is paramount not only to a free society, but to the creation of art. The IAC bases its funding decisions on the artistic quality of submitted projects. Panelists, Council members, and staff of the IAC will not discriminate on the basis of age, handicap, color, creed, national origin, religion, race, sex or sexual preference.

S.T.A.R. Sponsor Application Form

Application # _____
(IAC will assign number)

TYPE OR PRINT IN BLACK INK

Name

Address

City

Zip

Contact Person (Name and Title)

Daytime Phone

Project Director (Name and Title)

Daytime Phone

Illinois County of Applicant _____

Illinois House# _____ Illinois Senate# _____ U.S. Congressional District# _____

DO NOT LEAVE THIS SECTION BLANK.

Attach one of the following:

1. A copy of your most recent annual report to the Secretary of State (signifies current not-for-profit status in Illinois).
2. A letter from the appropriate county, city, town, or village executive stating that applicant is an official agency or branch of local government.
3. *Only if #1 or #2 cannot be supplied*, your letter of tax-determination from the Internal Revenue Service verifying tax-exempt status.

Name of Selected Artist

Artist's Address

City

Zip

Artist's Daytime Phone Number

Artist's Discipline

ATTACH A COPY OF THE ARTIST'S RESUME (If more than one artist is included in your program attach the above information for all additional artists.)

Date of program planned

Hours

Program site (name and address)

Type of activity planned: (include plan for community awareness of event and indicate target audience, its size and composition.) Please attach the above to the application.

Estimated number of individuals to benefit from this project _____

Will this project be accessible to individuals who are disabled? _____

If the artist's discipline is the traditional American or ethnic folk arts, include information on how the artist learned the art and how the art form reflects the artist's cultural heritage.

Will a translator be needed? _____ For which language? _____

Will you be applying for a Technical Assistance Grant to supplement this need? _____

BUDGET

Expenses

Artist's Fee:
of days _____ × Daily fee \$ _____ \$ _____

Artist's Travel:
Estimated miles _____ × \$.19 \$ _____

Space Rental: \$ _____

Marketing: \$ _____

Total Expenses \$ _____

Income

Revenue/Earned Income: \$ _____

Admissions: \$ _____

Other: \$ _____

Support/Unearned Income: \$ _____

Corporate: \$ _____

Foundation: \$ _____

Private: \$ _____

Government: Source: _____ \$ _____

Applicant Cash \$ _____

IAC grant amount requested: \$ _____

Total Income: \$ _____

_____ Check here if this is the first time you have applied to the IAC for a grant.

Statement of Assurances

The applicant HEREBY AGREES THAT:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant.
2. Any funds received under this grant shall not be used to supplant funds normally budgeted for services of the same type.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) to the end that, in accordance with Title VI of the Act no person in the United States shall, on the grounds of race, color, religion, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity including employment for which the Applicant received Federal and/or State financial assistance from the Illinois Arts Council:

and FURTHER AGREES THAT it will comply with Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Employment Opportunity Act of 1972 (Public Law 92-261) and the Constitution of the State of Illinois (article 1 sections 17-19) to the end that no person shall on the grounds of race, color, religion, national origin, sex, or solely handicap unrelated to the job be denied equal opportunity in the hiring process, or be otherwise subjected to discrimination in employment or promotion practices for any position supported in whole or in part by Federal or State financial assistance from the Illinois Arts Council;

and FURTHER AGREES THAT it will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) as amended to the end that no otherwise qualified person in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity for which the applicant received Federal and/or State financial assistance from the Illinois Arts Council;

and FURTHER AGREES THAT it will comply with Title IX of the Education Amendments of 1972 (20 U.S.C.1681) as amended to the end that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal and/or State financial assistance from the Illinois Arts Council.

Signature of Authorized Official
(Some one who can legally obligate
your organization)

4. The figures, facts, and representations in this application, including all exhibits and attachments, are true and correct to the best of its knowledge and belief.
5. The filing of this application has been authorized by the governing board of the applicant.
6. It will expend funds received as a result of this application solely on the described projects and programs, and will separately provide funds for the maintenance of the organization.

Type name

title

Signature of Project Director

Type name

title

Date

THE ASSURANCE is given in consideration of obtaining Illinois Arts Council grants, contracts or other financial assistance extended after the date hereof, including payments after such date regarding assistance committed before such date. Applicant agrees that such assistance will be extended in reliance on this Assurance, and that the government agencies operating pursuant to Acts cited above shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant, its successors, transferees and assignees. The person or persons whose signature appears below is authorized to sign this Assurance on behalf of the Applicant.

"This agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under Chapter 127, 214.14.4. Disclosure of this information is voluntary, however, failure to comply may result in this form not being processed. This form has been approved by the State Forms Management Center."

It is illegal for the Illinois Arts Council or for anyone receiving assistance from the Illinois Arts Council to discriminate on the basis of race, age, color, religion, national origin, sex, or handicap. Any individual who has been subjected to such discrimination may file a complaint. Call the Illinois Arts Council at 312/793-6750 and the Illinois Department of Human Rights at 312/793-6200.

Sample Letter of Agreement

Below is a *sample* of a possible Letter of Agreement. You may wish to draft your own letter following this example.

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Letter of Agreement

Date _____

The sponsor (your organization's name) agrees to sponsor a (activity planned: workshop, lecture, demonstration, performance, etc.) at (location of activity, name and address). The above sponsors will raise \$_____ to cover the costs of the project, to be matched by \$_____ from the Illinois Arts Council, pending approval of this grant.

The sponsors will pay artist (artist's name) \$_____ per day for (number of days) to conduct (planned activity), and \$_____ for travel expenses and \$_____ for materials. The sponsors will pay the artist as follows: (one-half the fee at the beginning of the project and one-half upon completion of the project—OR—entire fee at the completion of the project—OR—entire fee at the starting date of the project, etc.)

The residency dates will be _____
(date and hours)

The artist (artist's name) agrees to: (detail exactly what the artist will be doing during the residency; include an activity schedule if appropriate.)

Signature of Authorized Official

Date

Signature of Artist

Date



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(Tear along this line)

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